



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.5.5	Subject: HEALTH CARE UNIT POLICIES AND PROCEDURES
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 5: Health Care for Secure Facilities	Effective Date: Oct. 1, 1997
Signature: /s/ Bill Slaughter, Director	Revision Date: April 18, 2006

I. POLICY

The Department of Corrections facility health care units will ensure a medical resource manual and current copies of Department health care policies are maintained within their units.

II. APPLICABILITY

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections.

III. REFERENCES

- A. *ACA Standards for Juvenile Correctional Facilities, 2003*
- B. *4-4415; ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *National Commission on Correctional Health Care Standards for Health Services in Prisons, 2003*

IV. DEFINITIONS

Health Services Bureau Chief – The person who administers the Montana State Prison health care services and coordinates offender health care with the Department medical and dental directors and mental health staff.

Health Policy Team – A team consisting of the Department medical director, dental director, mental health or psychiatric representative, health services bureau chief, managed care RN, chief facility health officer, and facility administrator.

Chief Facility Health Officer – The health authority or nursing supervisor responsible for the facility health care services.

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

V. DEPARTMENT DIRECTIVES

A. Medical Resource Manual Contents

1. Each facility medical resource manual will contain, at a minimum, the following:

Policy No. DOC 4.5.5	Chapter 4: Facility/Program Services	Page 2 of 3
Subject: HEALTH SERVICES POLICIES AND PROCEDURES		

- a. policies developed by the health policy team that address each of the National Commission on Correctional Health Care Standards for Health Services;
 - b. Department health care policy directives; and
 - c. procedures specific to each Department and contracted facility.
2. The health policy team will consider input from each facility health care unit as it develops health care policy.

B. Medical Resource Manual Access

1. Copies of the manual will be retained in all health care unit administrative areas.
2. All health care providers will have access to the manual.

C. Medical Resource Manual Training

1. The chief facility health officer, in cooperation with the facility administrator, will familiarize all new health care providers with the resource manual.
2. The chief facility health officer will retain documentation verifying that each health care provider has read the resource manual.

D. Procedure Development

1. Each facility will develop health care procedures that include review and input from the health policy team.

E. Approval Process

1. The members of the health policy team will review each policy and procedure before implementation and periodically review them thereafter as part of the Department's annual policy review and facility monitoring process to assure compliance with all local, state, and national requirements.

F. Policy/Procedure Implementation

1. All health care providers will:
 - a. read the medical resource manual and sign a document to verify that fact;
 - b. follow established policy and procedures as instructed;
 - c. assume full responsibility for their own clinical judgment in each situation; and
 - d. identify and inform supervisory staff of policy and procedures that may be inconsistent or inappropriate.
2. The chief facility health officer, or designee, will:
 - a. ensure that each health care provider is familiar with the medical section of the medical resource manual;
 - b. provide for in-service training programs to address new or revised policy and procedures; and
 - c. maintain documentation of all in-service training programs.

Policy No. DOC 4.5.5	Chapter 4: Facility/Program Services	Page 3 of 3
Subject: HEALTH SERVICES POLICIES AND PROCEDURES		

G. Annual Policy Review

1. A policy review committee, chaired by the health services bureau chief, will annually review and revise, as needed, all health care policy and procedures.
2. The health services bureau chief will present all revisions to the health policy team.
3. All policy and procedures will include revision dates and the medical director and chief facility health officer signatures.

H. Health Policy Archives-

1. The health services bureau chief will ensure that all revised policy and procedures are maintained in a permanently retained archive folder or manual and destroyed in accordance with Department legal requirements.
2. Each archived policy will be maintained in its own file.

V. CLOSING:

Questions concerning this policy should be directed to the Department medical director or health services bureau chief.